



**AVIATION CAPTAIN DETAILERS  
PERS 43  
NAVY PERSONNEL COMMAND**



**AVIATION CAPTAIN ASSIGNMENTS AND  
INFORMATION HANDBOOK**

**February 2010**

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<http://www.npc.navy.mil/Officer/Aviation/>

Captains and Captain-selects,

Congratulations on your status as a Navy Captain or if recently selected, your impending promotion! Captains represent about 5 percent of the Navy Officer Corps and they are the senior executives responsible for driving the policies and practices of power projection for not only the Naval Aviation Enterprise, but also those of the entire Navy and the efforts of the various Joint commands. Your contributions and service to our nation in this role are something of which to be justifiably proud.

The myriad manpower requirements we have for our Captains presents a variety of unique and demanding personal and professional challenges. PERS 43 will work diligently to meld your desires and needs with the demand for your skills from the Naval Aviation Enterprise and the overall Navy. While the “detailing triangle” is not a new concept to any of us, what is important is that you understand what is expected of you and how the detailing system affects you and those that you work with and for and how you can best communicate with your chain of command and/or us as appropriate.

Your career as a Captain is managed differently than when you were a Commander. This document is intended to explain how many aspects of the Captain Detailing process work. It is by no means encompasses the entire scope of issues and policies involved in the Captain detailing process. It is simply meant to serve as a handy reference for you and a place to start when questions arise. While each detailing exchange with a Captain is handled as uniquely individual, many of these interactions will be similar from Officer to Officer. In addition receiving this document via email, you can find it posted on the PERS 43 website via the address listed on the cover page.

I encourage you to take a few minutes to read this handbook. Much of it may be intuitive from your years of service, but I believe that it will be of use to you. Please feel free to contact me personally or one of my two assistants at any time with any questions of policies you would like to discuss. Our phone numbers and email addresses are:

<a href="mailto:michael.s.white1@navy.mil">michael.s.white1@navy.mil</a>	901-874-3974 (DSN prefix is 882)
<a href="mailto:scott.askins@navy.mil">scott.askins@navy.mil</a>	901-874-3955
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Respectfully,

Mike S. White  
Head, Aviation Officer Assignments

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## **AVIATION CAPTAIN DETAILING MISSION**

The PERS 43 Aviation Captain Detailing Staff is the Navy and Naval Aviation focal point for over 800 active duty Aviation Captains and Captain-selects. We advise the Chief of Naval Personnel, Commander, Naval Air Forces, Deputy Chief of Naval Personnel and PERS 4 on assignments, retirements and professional education opportunities. We also develop and implement force management policies, force analysis, long-range manpower strategies and initiatives. In addition, we conduct the annual Aviation Major Command Screen Board.



## **AVIATION CAPTAIN DETAILING RULES OF ENGAGEMENT**

The following rules of engagement guide the daily interactions and detailing processes of the PERS 43 Captain Assignments Detailing Staff:

1. **Our actions must ultimately serve the best interests of our Navy.** Our goal is to meet Service and DOD needs while considering your needs and goals.

2. **We expect Captains to put mission and Service first.** As a Captain, you comprise a large part of the senior leadership of the Naval Service and your leadership, operational and staff expertise are needed in a variety of locations and billets throughout the world. As such, you are called to serve where and when the Navy can best utilize your talents and experience.

3. **Our Captains will be treated with the respect they have earned and deserve and they will receive quality and timely service.** You are a valuable Naval Officer and leader. The Navy needs you. We recognize that fact and the series of challenging assignments and superior performance throughout your career that have gotten you to this point. The treatment you will receive will be commensurate with all that you have worked so hard to achieve.

4. **The actions and decisions we make should make sense.** There are no “boilerplate” rules for Captain assignments. Assignment options and circumstances are different for each Officer and for each circumstance. Each assignment is worked based on the merit of the particular billet requiring fill and the individual being detailed.

5. **Our efforts on behalf of the Navy and you must be beyond reproach and within adherence to the MILPERSMAN and Chief of Naval Personnel guidance.** We are committed to ensuring this and that our detailing practices withstand higher level scrutiny.

6. **PERS 43 is your Detailer and Advocate.** At any time, Captain White is there for your visits, email or phone calls. His assistants are there to aide you, but ultimately Captain White will make every effort to be available for you should you desire to speak with him directly.

## AVIATION CAPTAIN ASSIGNMENTS

1. **Dynamics:** Navy policy and practice dictates that we in PERS 43 strive to fill every Captain billet with a Captain or Captain-select who has the appropriate skillset and experience for the particular billet in question. All of our billet demand signals are generated by promotions to Flag, overseas and major command tours, outside Navy requirements (Joint or otherwise), nominative positions, unexpected vacancies and finally, retirements. Any changes in key leadership positions (especially in the Flag ranks) usually results in a series of linked demand signals requiring immediate fill solutions. Some of these demand signals and available billets come with very short notice and are difficult to predict. This often leads to the misperception that we maintain a separate list of billets available from the list posted on our PERS 43 Captain Assignments webpage. No such list exists. We simply react to a fluid and dynamic environment with the best possible Officer available for the required billet needing fill.

2. **Basics of Aviation Captain Assignments:** We have an inventory to billet demand mismatch that unfortunately favors the billet demand that we face daily. This lack of Captains currently is most heavily weighted in the Surface and Submarine Warfare Communities. If there were no inventory to Officer Delta, Naval Aviation would normally be expected to fill 40% of the 1000 and 1050 coded O-6 billets for fill Navy-wide. The current inventory strains have placed an approximately 35% increase in the O-6 billets assigned to PERS 43 to fill with Aviator Captains. Keep in mind we must also fill our 1300/1310 and 1320 coded billets. What does this mean to you? It means that each Captain or Captain-select can expect that his or her detail will face a great deal of scrutiny from entire NPC chain of command above the PERS 43 level. For many of the detailing transactions and especially for those individuals who have been or will be Major Commanders, that level of scrutiny is raised even higher with the inclusion of CNAF in discussions (often via CNAL) of where best to apply the limited numbers of post-Major Commanders to the manpower demand signal. Throughout the process (at times lengthy), careful consideration is given to mission and job needs as well as your specific qualifications and career progression. In many cases, the process may begin well before you are aware of the fact that you are being considered for a particular billet. Because of this you should never try to personally work your own assignment outside of your chain of command. We do however highly encourage you to call and email us to discuss your assignment options.

3. **Personnel Data, Career Information and Available Billets for fill:** You can obtain your personal data and career information as well as the latest posting of our billets for fill via the NPC and BUPERS Online websites. You may also contact us at any time via phone or email if you are unable to access the web while at sea or overseas. We are also there to answer any questions you may have regarding your data that is in the NPC OAIS database (our detailing system internal to NPC). We encourage you to update us with any pertinent changes to qualifications and/or subspecialties, mail and email addresses and telephone contact information. This is vital should we have emergent information



that we either need to pass to you or that we need from you. **Finally, once you have been selected for Captain, we request that you provide us with a current Biography and color photo electronically.** This is critical and often time limited when we need to construct a nomination package on your behalf.

**4. Making Your Duty Preferences Known:** The best way to make your personal preferences and locations desires known to us is through your chain of command and by communicating it to us. Keep in mind that in addition to your seniority and value to the entire enterprise, Navy and other requirements combined with heavily weighted input from the Senior Leadership drives the Captain detailing process and is the cornerstone of all Captain assignments.

**5. Contacting Your New/Projected Duty Station:** You should never directly contact a new command or organization until your assignment has been vetted through your chain of command and NPC (PERS 43) and you have received permission from either your current reporting senior or our office. It is understandable that you will be anxious to learn more about a certain billet upon learning of a proposed detail involving you. This can often damage the negotiations process internal to NPC and may come as a complete surprise to the individual you may be replacing. The proposed detail may also not ever materialize for various reasons. To avoid embarrassing situations for you, NPC, the commands involved (and their usually very senior leaders), we ask that you please adhere to this policy. We also ask that you refrain from “job shopping” via the NPC Placement Officers. We have a close working relationship with PERS 44 and are physically located just down the hall from their spaces. They are employed full time as the advocate for their various assigned commands. We as detailers are here to serve as your advocate.

**6. Utilization of Captain-selects:** Once you are selected for Captain, the Commander detailers relinquish their responsibility for managing your career and assignments to the Captain detailers. This is also done internally via the NPC detailing database system (OAS). Normally, if you are currently serving in an O-5 billet, you can expect to remain in that billet until PRD or until it becomes necessary to move you earlier as a result of an Administrative Selection Board action, such as selection for Major Command. This also applies to Joint duty. This doesn't mean that the staff you are currently serving on won't move you into a billet of greater responsibility. If that occurs, they will request via their Placement Officer to move you to another billet internal to their staff and we will be given a courtesy “heads up” pertaining to your new billet status. If our office needs to PCS you prior to PRD, we will contact you as soon as possible to afford you as much time as is available to make the necessary arrangements.

**7. Guaranteed Follow-on Assignments/“Bundled Detailing”:** GWOT Support Assignments (GSA's) are one avenue to pursue if you are interested in longer term geo-location stability. If you volunteer for a 12 month boots on ground GSA billet to Iraq/Pakistan/Afghanistan, PERS 43 will put in your GSA orders that we will strive to make your next assignment to the same geo-location. Volunteering for or being assigned to other high priority, short notice billet fills and remote location duty will also be given consideration for follow on geo-location choice over successive tours. Please keep



in mind that we must always place you in a valid CAPT billet so we will only “bundle detail” to locations with a reasonable number of CAPT billets available for fill.

**8. Time-on-Station (TOS):** Most assignments are for 36 months. Overseas tour lengths are determined by OSD policy and instruction. The particular job, location and command sponsored dependents drive the various tour lengths. However, as discussed earlier, the dynamics of each individual detail and the fluidity of certain billets may cause your time served in a particular location vary from the average or even the prescribed tour length. If this occurs and your current command is willing to release you (often with no identified relief agreed to), then PERS 43 will initiate a waiver of your commitment to the TOS requirements. This issue extends to Joint Duty Assignments (JDA). By law the Navy is obligated to maintain a 36 month running cumulative average tour length for Joint Duty Assignments. If you are removed prior to this, we in PERS 43 must make up the delta by extending another Officer’s tour of duty. The only exception to this is when an Officer has served 22 months and one day in the current JDA and a need arises for a critical operational assignment of a particular Officer. PERS 43 initiates a “COS Takeout” request to gain release of that Officer. This is not a generally agreed to by the losing command without an identified and approved/accepted relief.

**9. Retainability for PCS Reassignment:** In general, we will try our best to keep you in your current duty station geo-location if you are within 12 months of your mandatory retirement date. This also applies should you wish to be considered for selection as a NROTC Unit CO position. We will typically expect you to serve the entire 36 months for this duty. This is due to the lengthy nomination process and a strong desire on the part of the universities involved to have a stable, longer term commitment as your acceptance and position as a Professor of Naval Science impacts their accreditation.

**10. Senior War College Education, JPME Phase 2 and CNO Strategic Studies Group Assignments:** There are opportunities for you to attend The National Defense University (either the National War College of the Industrial College of the Armed Forces), The Naval War College, Army War College, Air War College and JAWS. The available quotas are distributed annually. Check with the PERS 43 Captain Detailers to ascertain status of availability. There are also opportunities to serve as instructors at these institutions. To do so you must at a minimum have a Masters degree and have completed JPME Phase 1. These billets will earn Phase 2 credit at completion of the assignment. Additionally, there are CNO Navy Chair billets at both NWC and ICAF that require the individual nominated to have earned a Masters and completed the requirements for qualification process as a Joint Qualified Officer (JQO). Regarding JPME Phase 2 quotas, PERS 43 generally is allotted 14 seats per session. Priority for those seats is weighted in favor of due course Captains until the demand is met and then they are released for junior ranks to fill in. The Captain Detailers are responsible for maintaining the roster and submitting the names of the Officers attending each particular course. National Defense University graduate assignments are driven by law. All JQOs at NDU must go to joint duty assignments after graduations. Additionally, 50 percent plus one additional person of non-JQOs at NDU must also be assigned to joint duty. The graduates of the other schools will be considered for key assignments in both joint and



non-joint billets. The CNO Strategic Studies Group is a highly competitive and selective process for due course Captains. Nominations are made by PERS 43 and also by 3 Star Flag Officers. PERS 43 nominations are approved by the Air Boss. PERS 43 may not always have visibility into nominations from independent 3 Star Flag Officer nominations until after it has occurred. The main group selected from across the Navy can expect to report in August of each year to Newport, R.I. for a one year tour. There is one CNO SSG Fellow who will be chosen to serve that year in New York City. Post SSG detailing is closely involved with the CNO's SSG Director.

**11. Joint Duty Assignments:** As previously mentioned, Joint billets are considered "courters". You earn joint credit (cumulative of full) if the job is included on the Joint Duty Assignment List (JDAL). Joint assignments are normally 36 months in duration with the exception of those specific overseas short tour areas or in the case of a GSA in which additional credit may be given. If you are required to fulfill a critical operational billet, then it is possible to request a critical operational specialty takeout (COS takeout) as mentioned previously. This will be exercised with extreme prudence. Expect when assigned to a Joint billet to serve your full 36 months. Remember that a joint assignment of less than 22 months but greater than 10 months may earn cumulative credit, but in most cases will require that you serve a minimum of 24 months in a subsequent joint assignment to earn joint credit. There are two types of joint duty. They are "joint critical" and "joint duty". Joint critical billets require you to be a JQO prior to assignment. The Chairman of the Joint Chiefs of Staff may waive this requirement if there are no other qualified JQOs available to fill the billet. Joint duty is open to anyone who meets the paygrade requirement as well as the appropriate skills and background for the billet in question.

**12. Washington, D.C. Assignments:** Commensurate with the rank of Captain comes the possibility that your skill and experience will be applied to billets on the OPNAV staff or another Major Staff in the area. In many instances, it is well within reason to expect to receive an additional follow-on tour in the Washington, D.C. area. There is no shortage of demand for your talent in the Capitol Region.

**13. NROTC Unit Commanding Officers:** PERS 43 gathers requests from individual Captains for consideration to be selected as a NROTC Unit CO throughout the calendar year. Each year, an informal selection process is conducted internal to PERS 43. The number and locations of these much sought after billets varies yearly. The tour is 36 months in duration and the nomination process is fairly lengthy in most cases. The available schools are determined by NSTC and distributed to NPC in late Winter/early Spring of the current year for the following year (for example, in March of 2008, PERS 43 was given the billets available for the Summer 2009 assignments). Each institution has its own acceptance criteria for nominations. Expect to submit at a minimum your color photo, biography, letter of recommendation from the first Flag Officer in your chain command and your undergraduate and graduate transcripts. Often, your GPA will be critical. You can also expect to be interviewed by the University prior to acceptance. Again, this is a lengthy process and will be a test of your patience. If you would like to be considered, please discuss your choices and timing with the Captain Detailers.



**14. Attaché and ODC Assignments:** The Navy fills a substantial number of Defense/Naval Attaché and ODC billets every year. If you are interested in this duty please contact the Captain Detailers for tour release. In some instances when qualified volunteers are unavailable, Captains will be selected by PERS 43 to fulfill these critical billets. Training for these billets generally ranges from 6 to 24 months (where language training is required). We work closely with the Attaché Placement Officer to fill these billets. Please bear in mind that you typically have to apply 2 years prior due to the lengthy training track but PERS-43 will only release you to pursue at your PRD.

**15. NAVAIR Billets and Major Acquisition Program Manager Selection:** The career path for Major Program Command was officially established in May of this year. NAVADMIN 165/09 outlines the establishment of that career path designed to develop a select group of Aviations Acquisition Corps (AC) Unrestricted Line (URL) officers to achieve statutory requirements for Major Program Management (MPM) selection while remaining competitive for sequential Major Acquisition Command slating. Development of officers to serve in MPM positions requires a minimum of 48 months and up to 96 months of experience in Acquisition coded or related billets and proactive post command career management. Please refer to that NAVADMIN for additional details.

**16. Aviation Major Command Screen Board (AMCSB):** The AMSCB is convened in October of each year. Each Captain is given three “looks” for major command in two years. Results of that board are published on the PERS 43 webpage. Individuals who have not been selected after their third look can expect to be contacted by a member of that final board at the conclusion of the board and prior to posting of the results on the PERS 43 webpage. A lessons learned from each board is generally published within two months of conclusion of the board. The slating process for each AMSCB is initiated immediately following the board and generally is complete in four weeks. You are entitled to and are encouraged to seek counseling from PERS 43 should you not be selected. Prior to convening of a board you are eligible for, you can expect to be contacted by a PERS 43 representative to inquire about complete record continuity, qualifications, letters to the board, photos and contact information. If you have not heard from us at least four weeks prior to the convening of the board, please contact the Captain Detailers.

If selected for Major Command, PERS 43 will contact you to discuss slating for that board, command selected for, expected training enroute to command and timing for your departure from your current duty assignment. Every slating situation is unique and comes with its own set of unique challenges. Your patience with the process is vital to a positive working relationship. There are many issues behind the scenes that PERS 43 must work for each slate to be met and each individual to make it to command trained and on time.

**17. Eligibility for Flag:** Generally speaking, you become initially eligible for selection by the annual Active Duty O-7 Line Board when you have your first competitive FITREP in Major Command. You will be considered but not selected if you have not completed the requirements for JQO prior to the current O-7 Board. The determination for each



year varies and is determined by Flag Matters and the CNO according to law prior to convening of each O-7 Line Board. Check with the Captain Detailers to determine your overall qualifications and current information pertaining to that year's board well in advance of convene date if you have any questions.

**18. Frocking to Captain:** Under certain circumstances, an Officer selected for promotion to Captain may be authorized to wear O-6 rank prior to the actual promotion date. Requests for frocking may be made by referencing SECNAVINST 1420.2. Basic criteria to determine if this request may be granted is that the individual must be assigned to a billet of frocked grade and the individual should not already be serving in the position for which frocking is being requested.

**19. Retirements:** All Captains must retire by the first day of the month following completion of 30 years of active service. Captains may request to retire provided that they have completed all active duty service commitments, including any agreements to remain on active duty (GREMAIN) for education received at government expense and permanent change of station time on station (TOS) commitments. They must also have met the three year time in grade commitment incumbent with accepting promotion to the grade of Captain. Anyone considering a retirement request should be familiar with the MILPERSMAN 1810-020 and should reference it when requesting retirement. General guidelines are that if you should desire to retire prior to your PRD and all of the above obligations are met, then you need to submit your paperwork nine to twelve months prior to the date you are requesting retirement. If you are planning to retire at PRD, requests to do so need to be submitted prior to six months from PRD. Once inside that six month window and if your mandatory retirement timing allows, you are considered eligible for assignment. Please keep in mind that any terminal leave and/or permissive TDY are at the discretion of your current commander. PERS 43 as a rule will fill to your PRD. We will not fill to your terminal leave and/or permissive TDY date. Our inventory of available Captains in most cases doesn't support any other course of action. A courtesy copy to the Captain Detailers via PDF of your retirement letter to the Separations Branch (PERS 882) is greatly appreciated. We will act on your request after it is received by PERS 882. At that point they have become your de facto detailer throughout the remainder of the retirement process. However, should you need any assistance or have a change of plans, please feel free to contact the Captain Detailers.

**20. Separation In Lieu of Assignment:** The Navy and Naval Aviation in particular values you and your considerable talents and experience. With that in mind, please understand that our highest priority is to meet Navy and Department of Defense requirements. Your professional goals and personal preferences are important and are recognized. When possible, we will give them every consideration as we strive to meet the demands placed upon us to man the Fleet and Staff. As we work to make the detailing triangle as equilateral as possible, we understand that it may not achieve that status as it pertains to your side of the triangle. Given your years of dedicated and loyal service and your personal and professional situation, you may decide it is appropriate for you to retire instead of taking another assignment. Please let us know if that is the choice



you have made as soon as practicable and we will turn our efforts to assisting you in your transition.

21. **Time in Grade and Waiver Requests:** The legal basis for commissioned officer promotions is contained in Title 10, United States Code (USC). This law prescribes strength and grade authorizations, promotion list components, promotion procedures, and separation procedures resulting in non-selection. The statutory requirements of Title 10 USC have been promulgated through regulatory, directive and policy means in the establishment and administration of the promotion system. When you accept promotion to Captain, you are expected to fulfill a three year time in grade commitment prior to requesting retirement in accordance with DOD Instruction 1320.13. There is a waiver process available to you to follow. It is PERS 43 policy to recommend disapproval on any such requests due to our current Captain inventory deficit.

22. **Administrative and Statutory Board Membership:** PERS 43 is responsible for providing Officers for nearly every one of the 200 selection boards held each fiscal year. Captains are in demand for these boards as much as any other rank. Please let the Captain Detailers know when you are available to assist in this critical role. We will send you a nomination sheet electronically and when you return it, we will forward your name to Executive Services and the Boards Branch for processing. Executive Services will take the lead for funding, lodging, travel arrangements and travel claims processing from that point. Once you have committed to a particular board, it is nearly impossible to release you from it except in extreme cases.

23. **Records:** PERS-43 makes every effort to administratively review the records of eligible officers up for their next career milestone. Having said that, *you are responsible* for your record and would encourage you to ensure your FITREP continuity is complete and your photo is current prior to all boards by utilizing the Web Enabled Record Review available by logging into your BOL account. Please bear in mind the difference between Admin boards and Statutory boards and recognize that PERS-43 does not have the ability to ensure the same level of record review occurs for statutory boards.